

# WEBSTER PLANNING BOARD

## AUGUST 19, 2021 Meeting Minutes



The Webster Planning Board met for a scheduled organizational meeting  
By Zoom August 19, 2021 at 5:30 pm.

**CALL TO ORDER:** Will called the meeting to order at 5:34 pm.

**MEMBERS PRESENT:** Will Whitfield, Tonya Basse, Sara Stahlman, Walter Turner, Leigh Anne Young  
(arrived late)

**MEMBERS ABSENT:** Eric Myers, Jenny Resinger, Dale Collins

**OTHERS PRESENT:**

### GENERAL MEETING

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#### **Approval of Agenda and Minutes:**

The ethics statement, agenda, and July 15th meeting minutes were reviewed.

**MOTION:** Sara Stahlman motioned to approve the agenda. Will Whitfield seconded. Motion carried. Sara Stahlman motioned to approve the July 15th meeting minutes, Tonya Basse seconded. Motion carries.

**Informal comments by the public:** None

**Administrative Reports:** Determining plan for American Recovery Money that could be coming to Webster.

- Considering applying in various ways but there are restrictions for how to use the funds, primarily focused on infrastructure. Working with Russ to help understand how we could use it.
- Questions for Russ - water quality (e.g. monitoring stations along the river), pedestrian infrastructure.
- The Planning Board's role in the project is to be involved, provide ideas, but not PB responsibility to determine how to spend funds.

**Chair Report:** None.

**Planning Board member reports:** None

### OLD BUSINESS

#### **1. Incorporate final comments and recommendations from the Town Commission and County Planner into LUP.** Discussion included:

- Have received feedback from Mike Poston, waiting on comments from Rose Baugess.
- Mike indicated that given our resources, we did a very good job with the document. He had language suggestions that were helpful, and Leigh Anne will be making those minor changes. The one larger suggestion was about our Future Land Use map.
- Should look like a zoning map when complete. Consider:
  - Adding R2 zone
  - Being more accurate in zoning with government parcels for Armory, Southwest Commission, Playground/Ballfield.
  - Recreation / park zones - River Access Area, ballfield, others.
  - Leigh Anne will work with GIS - employee turnover and contact has left.

- Historic districting conversations now include 60s/70s properties and some properties along our main highway that are considered examples of historic architecture. Worth considering if that would help or hinder, could allow for new development that aesthetically fits with the idea of town.
- Considered Tracy's email on the UNC SOG training. Likely too late in the process for us at this point. Planning Board agreed that this is unlikely to be a fit at this time.

## **2. Post final draft of LUP on Town website and develop and circulate review survey.**

It's time to get community input on this document. Much more than what we often do - it's not just posting online and allow for public comment. Instead needs to be actively shared. Targeted requests from a subset of our population could get feedback from those folks. Have an online component such as Survey Monkey where when folks read it could check one of two boxes - "Yes, it addresses our future needs" or "No, I object to this direction" and feedback on why. The Planning Board is well equipped to handle public questions, and the town board would be present as well.

- Discussed that a Zoom conversation wouldn't be well attended but should make the offer.
- Will put together an online simple feedback survey. Pass to people that we know who are invested in the community.
- Two opportunities for feedback - in person, outside or distanced, + Zoom (either/both 30 minutes prior to Planning Board meeting, promote to public as a conversation session followed by opportunity for public comment at meeting).
- Firm up dates during September meeting, finalize draft, create
- Formatting: Discussed plan to keep document in Microsoft Word online, will download to tweak formatting and print from word as a pdf.

## **3. Identify next steps, assign homework.**

- LA will make edits and work on Future Land Use Map
- Sara will make final formatting edits and save an un-editable digital version to distribute online, print to distribute in person as well.
- LA can reopen a Survey Monkey with 2 question survey + feedback space, could consider specific questions listed throughout document
  - 2nd section of "if you have more time" - tricky questions like zoning, lot size, short term rentals
  - LA will plan to draft survey questions
- All will consider who should see document during feedback process

## *NEW BUSINESS*

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### **1. Identify next tasks for the Planning Board.**

- Ordinance review is up next. Look over ordinances to determine if any changes need to be made.
- At some point the Town Board and Planning Boards will gather as a show of appreciation.

## **MEETING SUMMARY:**

- LA will make edits, Sara will make final formatting edits and save an un-editable digital version to distribute online, print to distribute in person as well.
- LA can reopen a Survey Monkey with 2 question survey + feedback space, could consider specific questions listed throughout the document
  - 2nd section of “if you have more time” - tricky questions like zoning, lot size, short term rentals
  - LA will plan to draft survey questions
- All will consider who should see the document during the feedback process
- Eric will put together an agenda for September.

**NEXT MEETING PLAN(S):** Next meeting is September 16, 2021, 5:30 pm scheduled for Zoom.

**MOTION:** Sara motioned to adjourn at 6:22. Will seconded. Motion carried.

**REMINDER:** Next meeting is September 16, 2021 at 5:30 pm via Zoom.

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Eric Myers, Webster Planning Board